

JOB DESCRIPTION
MURFREESBORO MUNICIPAL GOLF COURSES
TURF CARE MANAGER

1. **JOB TITLE:** TURF CARE MANAGER
2. **DEFINITION:** The position of Turf Care Manager requires an individual who is capable of exercising independent judgment, who possesses the personal disposition and psychological qualities generally required of people who work well with the public and other employees, and who is capable of managing the activities and staff of a golf course turf-care center. The individual must also possess the educational background and/or relevant experience necessary for golf course maintenance. This is a management-level position. The employee will be under the general direction of the Director of Golf. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; this employee will be subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. A Turf Care Manager must be capable of safely operating light-duty vehicles, automobiles, riding mowers, backhoes, push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, hydraulic boom, small tools, and any other equipment associated with turf care. The employee must also be capable of operating a computer and printer, facsimile machine, photocopier, and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The employee will be working on the golf course grounds and in the turf care center. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, tobacco smoke, chemicals, foul odors, and extreme weather conditions. Work is characterized by the necessity for considerable physical exertion, by close daily contact with unpleasant materials, and for working outdoors under occasionally adverse weather conditions. All City buildings and vehicles are smoke-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Plans, coordinates, and monitors all turf care and projects related to golf course maintenance.
 - b. Supervises performance and scheduling of all turf care employees.
 - c. Trains turf care employees on use of equipment with regards to both safety and operation.
 - d. Identifies turfgrass diseases, pests, and weeds common to the golf course.
 - e. Designs, coordinates, and maintains landscaping on the golf course.
 - f. Attends Old Fort Golf Commission meetings; Advises and makes recommendations related to turf care operations.
 - g. Consults with outside agencies.
 - h. Attends City Council meetings in relation to golf course activities.
 - i. Reads and understands labels related to chemicals.
 - j. Works directly with Director of Golf in preparing annual budgets.
 - k. Prepares bid specifications and makes purchase recommendations for turf care equipment.
 - l. Operates light-duty vehicles, riding mowers, backhoes, push mowers, weed eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, hydraulic boom, small tools, and any other equipment associated with turf care operations.
 - m. Assures that employees adhere to departmental policies and City of Murfreesboro policies.

- n. Promotes good public relations between golf course employees and the golfing public.
- o. Retains an understanding of the basic rules of golf and golf etiquette.
- p. Performs heavy manual labor for extended periods under all weather conditions frequently lifting objects weighing 100 pounds.
- q. Sits, stands, stoops, and walks intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Education equivalent to that represented by graduation from an accredited college with three years of experience in turf-related field preferred; or two years of college or trade school with an emphasis in turf management and five years of experience in turf-related field.
- b. Possess a driver's license valid in the State of Tennessee.
- c. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- d. Must be at least 21 years of age.
- e. Must have legal authorization to work in the United States of America.
- f. Must submit to and pass a drug and alcohol screen.
- g. Knowledge of personnel policies and procedures.
- h. Ability to coordinate, delegate, and negotiate.
- i. Ability to exercise good judgment in evaluating situations and making decisions.
- j. Ability to make budgetary recommendations.
- k. Must possess excellent organizational and communication skills, both written and oral.
- l. Possess temperament and good judgment to effectively deal with City employees and/or the public, some of who may be irate or unreasonable.
- m. Possess excellent human relations skills with the ability to communicate effectively with the public, elected officials, department heads, and other employees of the City.
- n. Ability to safely operate an automobile.
- o. Must not have been convicted of a felony, or a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substance or pleaded no contest or nolo contendere to either.
- p. Have a good reputation for and the ability to maintain confidentiality, and a good moral character with high ethical standards.
- q. Physical and mental ability to work independently and confidentially.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to perform the duties of the position for an entire work day.
- t. Ability to be both firm and tactful in enforcing golf facility and City of Murfreesboro policies.
- u. Must be available to work beyond ordinary work hours as necessary.
- v. Ability to report for work on time and perform job responsibilities in a timely manner in order to meet schedule deadlines.

Exempt
Safety Sensitive
August 12, 2005